



Position: Office Coordinator
Camp: Residential Camps, Dauntsey's School, SN10 4HE
Pay: See separate list
Reports to: Camp Manager

Overview

- ✓ Your primary responsibility is to promote the safeguarding and welfare of the children in our care.
- ✓ Do what is needed to keep campers happy, healthy and wanting to return for more.
- ✓ You should be willing to share accommodation with other staff members.
- ✓ The application process for this position may require a second interview stage.

Responsibilities *(for further details see 'Management Responsibilities')*

Camp Office, Assisting Management Team & Head Office

- ✓ Keep working rooms organised, collate and check paperwork, coordinate jobs with management.
- ✓ Assist the management team as necessary to maximise efficiency.

Managing Communications

- ✓ Answer, check and action all telephone messages and conversations.
- ✓ Monitor and action all emails.

Managing Phoning Home Register

- ✓ Create register, ensure staff are logging calls and liaise with the Pastoral Manager.

Post

- ✓ Sort post, print out e-mails and give both out at breakfast every morning.

Camper Leaver Questionnaires

- ✓ Ensure they distributed, completed, checked, actioned and stored each week.

Facebook, Twitter & Blog

- ✓ Post regularly on social media.

Camp Kits

- ✓ Store, record and distribute Camp Kits, liaising with Head Office when needed.

Handover

- ✓ On days off ensure a thorough hand over to the relevant person.

Essential

Proven Experience

- ✓ Experience in communicating professionally by telephone and email
- ✓ Proficient user of Microsoft Excel, Word and other computer programmes

Leadership Skills

- ✓ Communicator, organiser, decision maker and record keeper

Personal Qualities

- ✓ Approachable, resilient, decisive, patient and flexible



Desirable

- ✓ First Aid certificate
- ✓ Experience working with children